

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: August 10, 2015
CC: All Departments



Interim Town Administrator: This week involved extensive work with contract negotiations and finalization with the new Town Administrator as well as a variety of transitional work and preparation of material to discuss with the new Town Administrator. Some legal questions were reviewed. Preparation of staff report material along with information to be provided to employees pertaining to the Personnel Policy amendment as well as the new performance merit system that will be implemented starting in January, 2016. I discussed a variety of procedures and material with Department Heads at the monthly Staff Meeting. I prepared the Press Release and distributed information pertaining to the new Town Administrator to various resources and individuals. Telephone calls, emails and other correspondence were responded to, along with research of a variety of issues. A report was provided to the Board of Selectmen pertaining to a variety of observations, recommendations and some issues of potential concern that the Board needs to be aware of and discuss in the future with the new Town Administrator. The week of August 10th I will be in the office all day Monday and Tuesday.

Administrative Liaison: During the past week I worked with the staff and Interim TA to prepare memos and finalize the weekly Board of Selectmen's meeting agenda. I assisted with staff communications regarding a Department Head being stricken ill, and other related matters, which came from the weekly Selectmen's meeting. I met with Interim TA Granfield and Selectman Punturieri regarding the Conference of Committees meeting date and content. I also worked with Interim TA Granfield to finalize the Volunteer Luncheon venue and meal details, personnel matter relative to a worker's compensation matter and performance. Interim TA Granfield and I also worked on reviewing and developing an interim wage adjustment for the WMF Co-managers. I sent the tax-deeding list to the Fire, Police and Code Enforcement Officer for any environmental concerns for the Selectmen to issue inspection notices. I attended the Moultonborough Bay Inlet Watershed study meeting and assisted the Finance Director with a Human Service matter late Friday afternoon.

Finance: Nothing to report this week.

Assessor: The informal hearings are finishing up today and tomorrow. Most days had between 7 and 17 appointments scheduled. I expect a total of about 65 hearings, which is similar to 2014. I will work with the Vision Project Manager by phone on Monday, August 17 to go over any changes and review reports. When this is completed final value letters will be sent and we can start working on the MS-1 report for the Department of Revenue.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Crews worked with outside contractors on various road projects which dominated the week's activity. The crew continued work using the excavator rental for ditch-line maintenance on Bodge Hill Road. Work started on Lee Road with signage, project layout, stump removal and ditching. The crew prepared road surfaces and worked with the chip sealing contractor for Ferry, Wentworth Acres, Hanson Mill, Cooks Point, Ruppert, Kona Farm and Victory Lane. These areas have loose stone on them and are scheduled to be swept this week. This treatment gives an additional 3 to 5 years of wear for rural roads. Agent Kinmond has fielded some complaints regarding the chip sealing of the Wentworth Acres subdivision, due to the loose stone, and also the concern that the dogs will cut their paws on the fractured stone. The crew handled some sign maintenance, cleaned up blasted rock debris on Playground Drive, and chipped up roadside tree debris. Agent Kinmond met with several private road residents on road maintenance inspections, red list letter review, winter maintenance and a betterment inquiry; i.e. Echo Landing, Hartford Valley, Vappi Vale, Granny Hill, and Pot-O-Beans Roads. Agent Kinmond also met with a Winaukee Road resident regarding a drainage concern, and a Moultonboro Neck resident regarding the Far Echo and Neck Road intersection project construction easement. Agent Kinmond worked with a resident in need for community service and provided direction and resources for roadside clean up.

Facility & Grounds Division: The grounds crew continues to mow cemeteries, common areas, beaches, landings and playgrounds. Staff handled recyclable collections, and clean up from HHW Day collections. The Facilities crew coordinated floor cleaning at the PSB with the janitorial services contractor and a door and screen repair at the Town Hall. Staff also tiled the locker room/bathroom floor at Highway Garage, and trimmed windows in the new highway garage break room. Highway handled a cremation burial at Holland Hill Cemetery, and reviewed hazard trees at Long Island Beach, and photographed in preparation for removal in the next few weeks.

WMF Division: Agent Kinmond and Co-Manager Filpula attended the Single Stream Recycling Committee meeting. The facility shipped 42 bales of cardboard, and they have requested the NRRA Freon and propane tank vendors to come in to pump and remove. The facility has seen some high volume this past week. Agent Kinmond and Co-Manager Filpula will be doing some additional work on the Single Stream Recycling study, with a site review by NRRA scheduled for 8/19.

Moultonborough Police Department: The Moultonborough Police Department recorded 430 log entries, which included the following calls for service: 78 motor vehicle stops, 14 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 7 complaints, 4 MV Accidents, 9 MV Complaints, 7 residential alarms, 4 commercial alarms and 2 K-9 complaints

Training: August 7th, Sgt. Beede and MPO Baker attended intoxilyzer recertification training.

Moultonborough Fire Department: Year to date there has been 505 calls for emergency service. For the period of 7/31/15 to 08/6/15 there were 29 calls for service: (18) Medical Emergencies, (1) Building Fire, (3) Motor Vehicle Accidents, (1) Hazardous Materials Release investigation, (3) Lift Assists, (1) Good Intent call, and (2) False Fire Alarms. MFR received automatic aid from Center Harbor on three calls and gave mutual aid to Meredith on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:08 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:03 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident
Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:48 min.

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: The Department responded to Meredith on 7/31 for a first alarm building fire. The department had six instances where there were overlapping calls for service; all were handled without requesting mutual aid resources. The Department tested 4,000 feet of attack hose on 7/31, 8/5 and 8/6. On 8/3, an Officer's meeting was held. Two oil tank inspections and two fire permits were issued during this period.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last Saturday, Aug. 8, the Moultonborough Pathway Association "Fund" Run and Walk was held in collaboration with the Moultonborough Recreation Department. There were 55 runners and walkers competing in the 5k or 10k run and participating in the 5k walk. We utilized many volunteers to make it a success. Our regular session of camps, Happy Campers and RECKing Crew, wrapped up last week with their end of the year field trips to Storyland and Funtown/Splashtown USA respectively. Teen Adventure will run through the end of this week. Tennis and swimming lessons also wrapped up last week. This week we are hosting Children's Stage Adventures with their performances Friday at 1 p.m. and 6 p.m. We also have RECXploration Camp, a one week, theme based camp being held at the Playground. Children will participate in Super Hero Day, Zombie Day, The Amazing Race, Oopy-Goopy Science Day and end with a day at Long Island Beach. Tuesday afternoon the youth who participated in the Recreation Department's Y.A.P. (Young Authors and Poets) program will be reading their original works to the public and will enjoy an ice cream social for writers and their guests. Next week we will be hosting Challenger Soccer Camp. The Adult Pickle Ball Tournament will be held on August 19th. Our Adult/Family Trip to Boston to enjoy the Duck Boats, and lunch at Cheers is August 20th. This trip is held in conjunction with Belmont Parks and Recreation.

Important Dates to Remember

Joint Board of Selectmen & School Board Meeting, August 11, 2015, 7 PM

Board of Selectmen's Meeting, August 13, 2015, 7 PM

Board of Selectmen's Meeting, August 20, 2015, 7 PM

Board of Selectmen's Work Session, August 27, 2015, 4 PM

Volunteer Appreciation Day Luncheon, Lions Club, September. 26, 11 AM to 2 PM

Staff Meeting, September 4, 2015, 9 AM